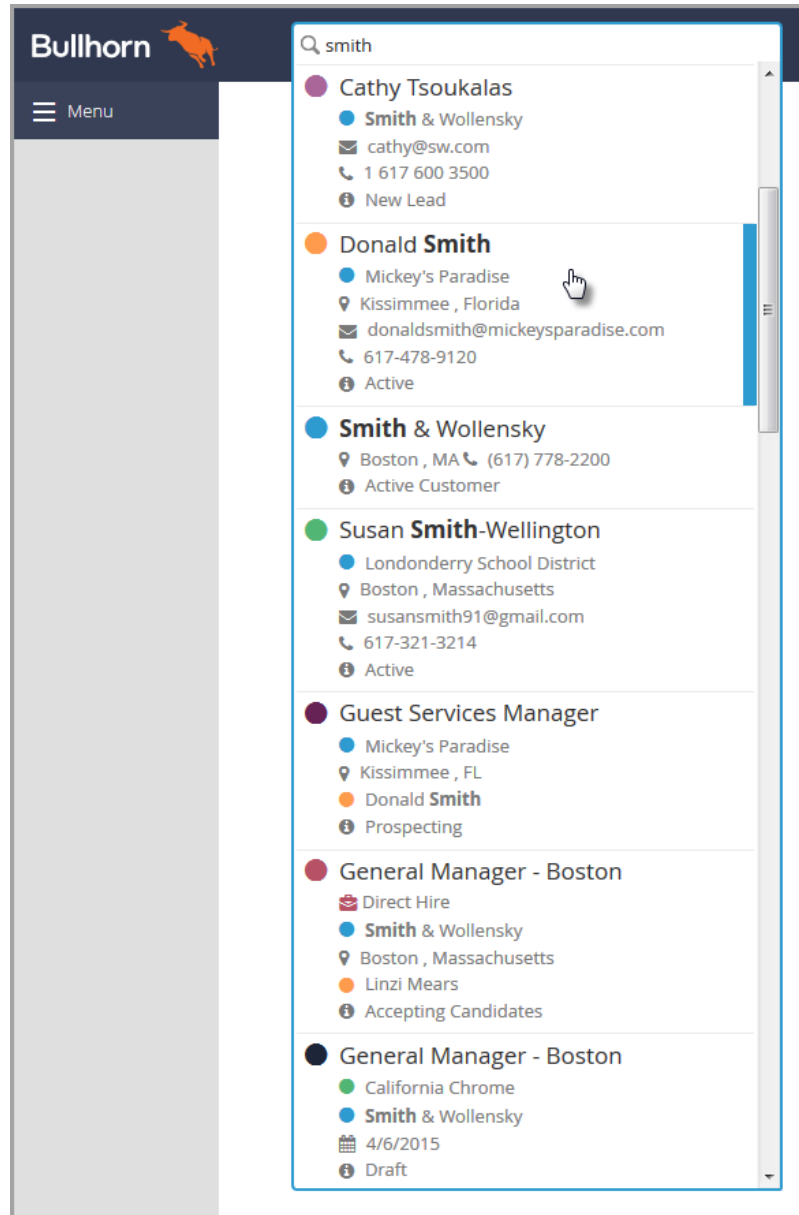With Bullhorn's Faster Find, searching becomes even more efficient with a drop-down preview of matching results. Faster Find is located in the upper-left corner of the Bullhorn application.

In the Faster Find input box, start typing your criteria. You can search for each entity type in the following ways:

- **Leads**: Last name, first name*, partial last name and first name (e.g., Dav Smi for David Smith), email address, phone number, ID number.
- **Candidates**: Last name, first name*, partial last name and first name (e.g., Dav Smi for David Smith), email address, phone number, ID number.
- **Contacts**: Last name, first name*, partial last name and first name (e.g., Dav Smi for David Smith), email address, phone number, ID number.
- **Companies**: Company name, phone number, ID number.
- **Opportunities**: Title (for open opportunities only), ID number.
- **Jobs**: Title (for open jobs only), associated company, associated contact, ID number.
- **Placements**: Title, associated company, associated contact, associated candidate, ID number.

To search by first name, your search term must precede an asterisk, e.g., Julie to find people with the first name Julie.

Select a record from the drop-down to open it (NOTE: You an also use the arrow keys to scroll through the list).

- OR -

Press **ENTER** to display all records on the Faster Find search results page. If you're an administrator, you can customize the columns that appear for each entity on this page using the View Layout.

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